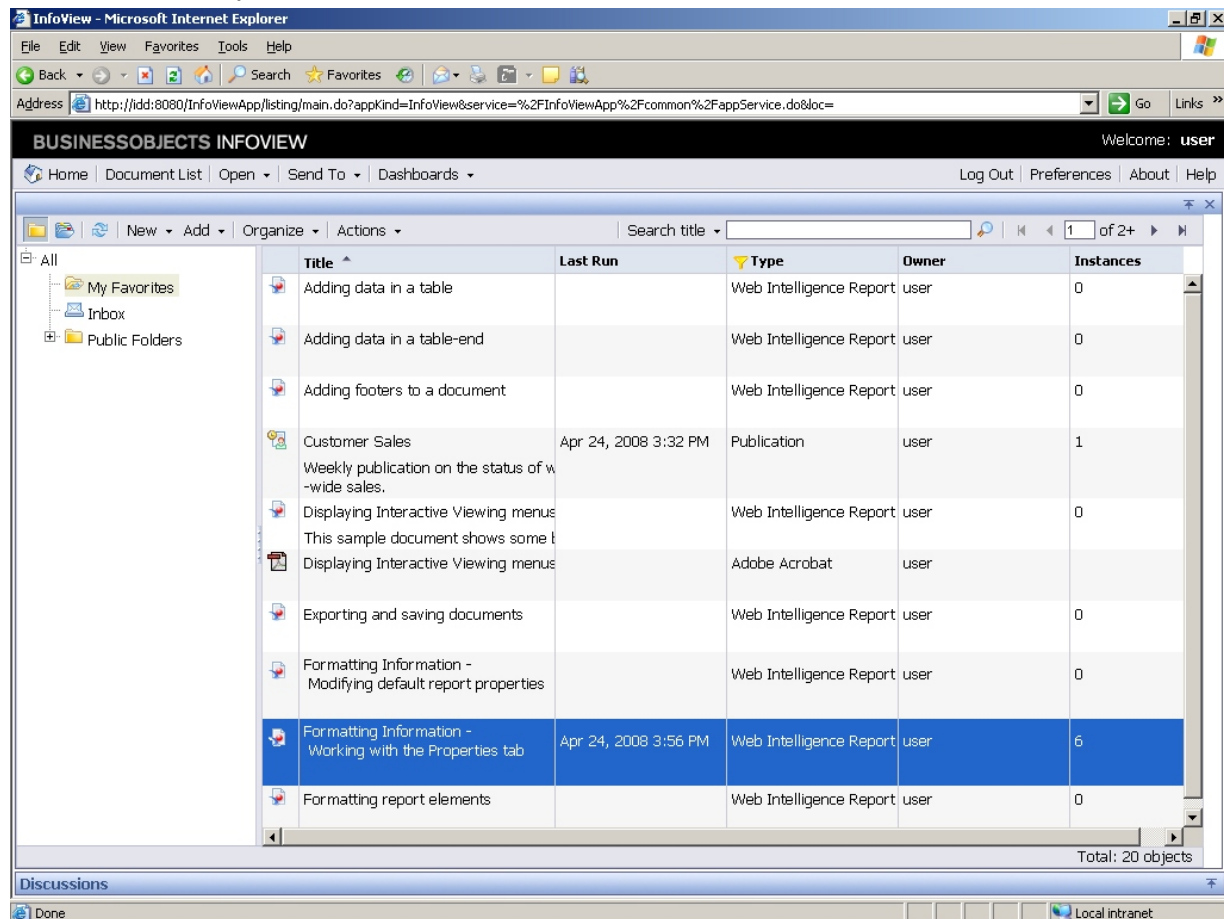


Viewing document history

Procedure

1. Start the transaction using the menu path or transaction code.

Document history



The screenshot shows the 'BUSINESSOBJECTS INFOVIEW' application in a Microsoft Internet Explorer browser. The 'Document List' tab is active, displaying a table of document history. The table has columns for Title, Last Run, Type, Owner, and Instances. The document 'Formatting Information - Working with the Properties tab' is highlighted in blue and has 6 instances.

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales Weekly publication on the status of w -wide sales.	Apr 24, 2008 3:32 PM	Publication	user	1
Displaying Interactive Viewing menus This sample document shows some k		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Exporting and saving documents		Web Intelligence Report	user	0
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab	Apr 24, 2008 3:56 PM	Web Intelligence Report	user	6
Formatting report elements		Web Intelligence Report	user	0

Total: 20 objects

2. Press **[Enter]** to continue.

Viewing document history

When you view scheduled instances of documents, you can choose to view the latest instance, or historical instances. Most often, you will want to view the most recent information available to you. Double-click or right-click and select view will open the most recent scheduled version of the document.

Sometimes you need to make business decisions based on historical data. In this case, you can view data from a document by looking at historical instances. This is useful if you want to view previously run instances and compare data from the documents over time.

Note: There is no History selection for objects that cannot be scheduled.

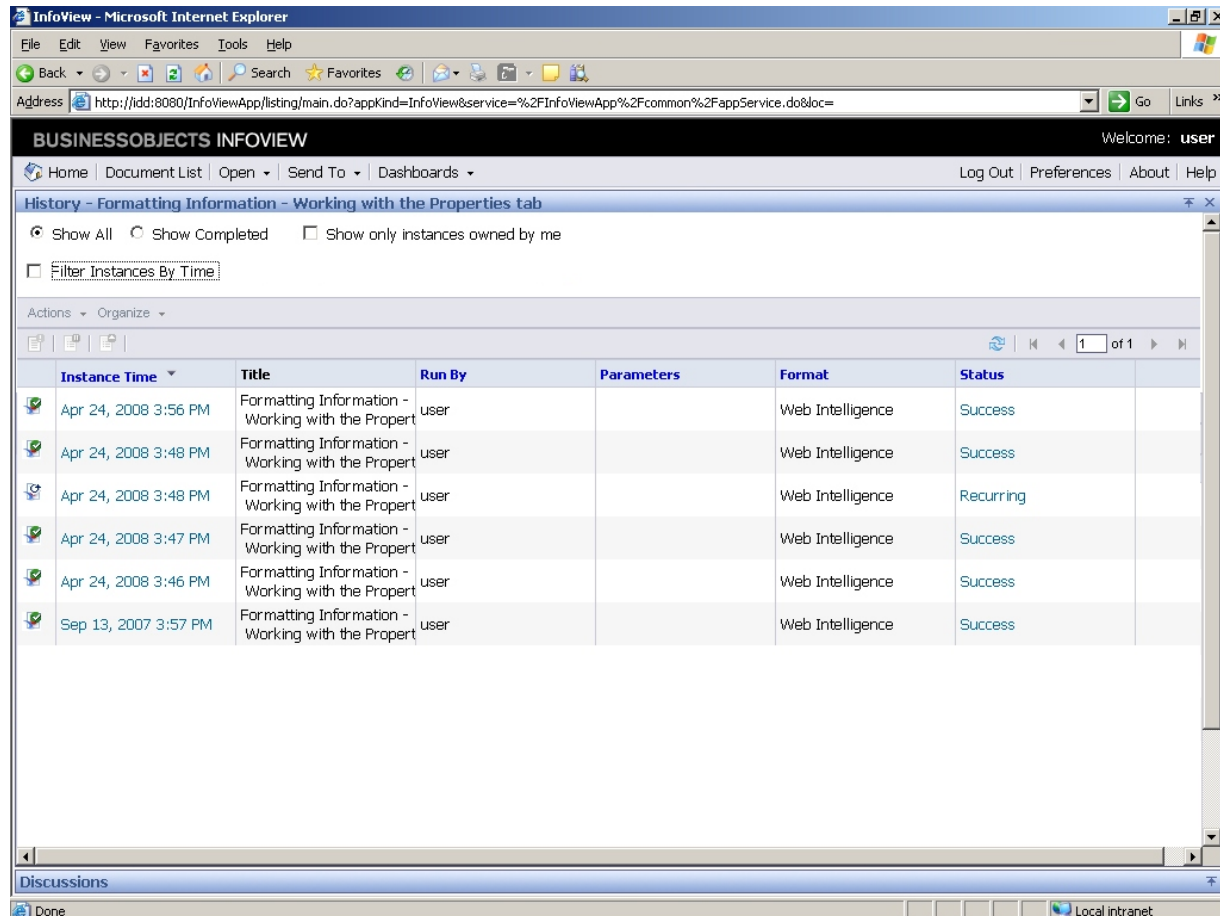
You want to view the history on the report, *Formatting Information*. In the application you would normally right-click inside the *Formatting Information* cell. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

3. Click on the **History** list item.

Viewing document history

Document history



The screenshot shows the InfoView web application in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The page title is "BUSINESSOBJECTS INFOVIEW" and the user is logged in as "user". The navigation bar includes links for Home, Document List, Open, Send To, Dashboards, Log Out, Preferences, About, and Help. The main content area is titled "History - Formatting Information - Working with the Properties tab" and includes filters for "Show All", "Show Completed", and "Show only instances owned by me". A table displays the document history with columns for Instance Time, Title, Run By, Parameters, Format, and Status. The table shows six instances, all run by "user" and using "Web Intelligence" format. The status of the instances is "Success" or "Recurring".

Instance Time	Title	Run By	Parameters	Format	Status
Apr 24, 2008 3:56 PM	Formatting Information - Working with the Properties tab	user		Web Intelligence	Success
Apr 24, 2008 3:48 PM	Formatting Information - Working with the Properties tab	user		Web Intelligence	Success
Apr 24, 2008 3:48 PM	Formatting Information - Working with the Properties tab	user		Web Intelligence	Recurring
Apr 24, 2008 3:47 PM	Formatting Information - Working with the Properties tab	user		Web Intelligence	Success
Apr 24, 2008 3:46 PM	Formatting Information - Working with the Properties tab	user		Web Intelligence	Success
Sep 13, 2007 3:57 PM	Formatting Information - Working with the Properties tab	user		Web Intelligence	Success

- Press **[Enter]** to continue.

The history page lists all the details surrounding each scheduled instance, such as when the instance was run.

You can sort the instances in different ways by clicking the Instance Time, Run By, or the Status column headings.

Note: The information that is available depends on the type of object that you are viewing. For example, the history page for Desktop Intelligence documents includes Arguments instead of Parameters, and the history page for object packages includes fewer columns.

Viewing document history

Press **[Enter]** to continue.

5. Click the **Filter Instances By Time** option.

You can filter the list to view only instances that you have scheduled. To do this, select *Show only instances owned by me*. You can also filter instances by time.

6. Click the drop-down arrow to the right of the **hour** selection.

On this screen, you can create and modify the time and data filter. If you need to change the date range, type directly in the date field, or select a date from the calendar icon.

Once you have set the time and date, click Apply Filter. The list of instances is then filtered to the specified time range.

7. Select **3** from the drop-down list.
8. Click the drop-down arrow to the right of the **minute** selection.
9. Click to scroll **down**.
10. Select **48** from the drop-down list.
11. Click the **calendar** option button.
12. Click on **8** from the calendar list.
13. Click **Apply Filter**.
14. Click the **Filter Instances By Time** option.

Only instances that occurred between 3:48 PM on April 8, 2008 and 4:03 PM on April 24, 2008 now appear in the history list.

You remove the filter by clearing the filter selection.

15. Press **[Enter]** to continue.

Viewing document history

If a report instance does not run successfully, the instance will fail and you will not be able to view it. Failed instances will appear in the list of historical instances, with a status of Failed.

If you want to only view successful instances, you can select the option *Show completed*. This will filter any failed instances or instances in the process of being run from the list.

Press **[Enter]** to continue.

16. Click to **refresh**.

You can refresh the historical list of instances using the Refresh button. This will update the list with any instances currently being run.

17. Click the **Success** link.

Click the status of an instance to get more information.

18. Click **Back**.

On the history status page, you can see information about the report, such as alerts or parameters, if applicable.

19. Click anywhere on this **2007 Formatting Information** row.

You can delete unwanted instances.

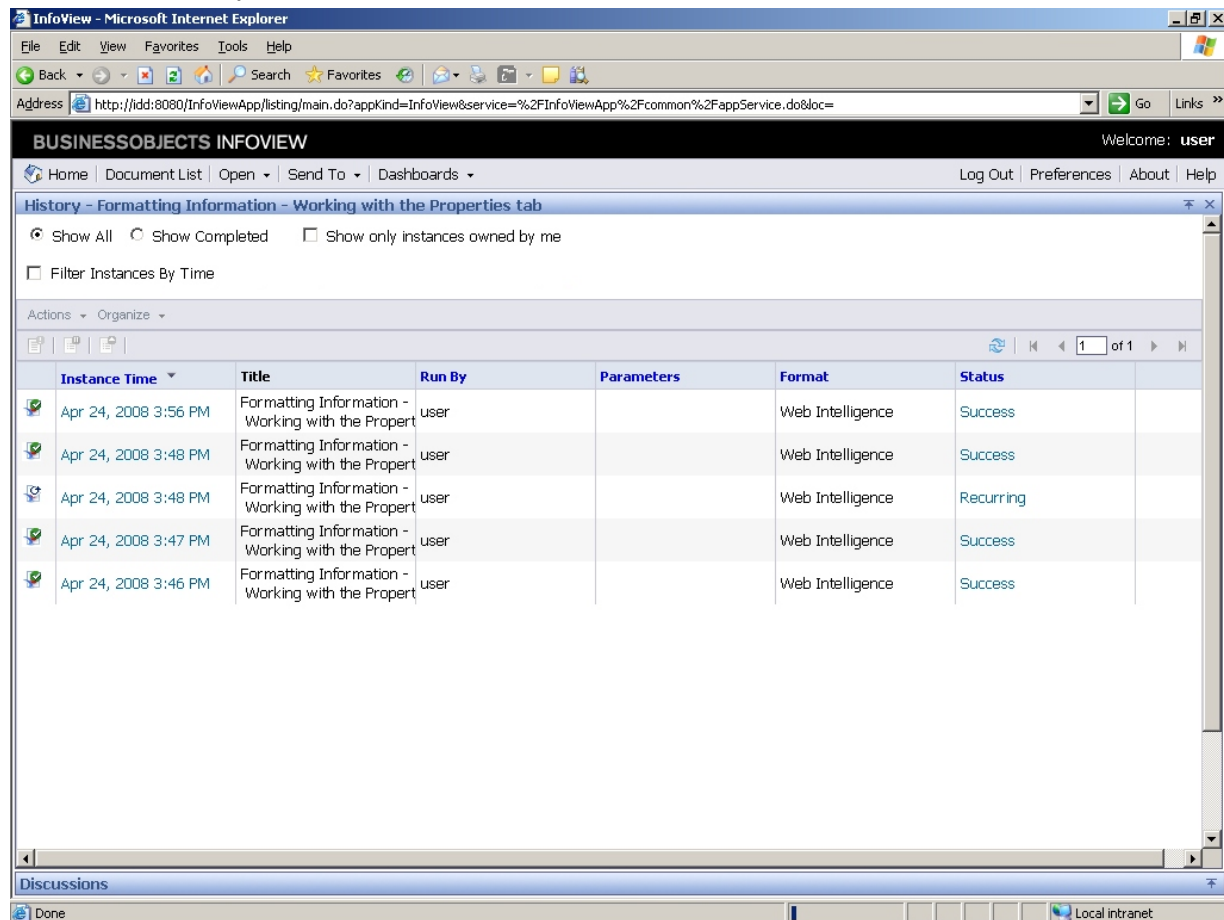
20. Click on the **Organize** drop-down menu.

21. Click **Delete**.

22. Click **OK**.

Viewing document history

Document history



The screenshot shows the 'BUSINESSOBJECTS INFOVIEW' application in a Microsoft Internet Explorer browser. The address bar shows the URL: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>. The page title is 'History - Formatting Information - Working with the Properties tab'. The user is logged in as 'user'. The page displays a list of document instances with the following columns: Instance Time, Title, Run By, Parameters, Format, and Status.

Instance Time	Title	Run By	Parameters	Format	Status
Apr 24, 2008 3:56 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success
Apr 24, 2008 3:48 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success
Apr 24, 2008 3:48 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Recurring
Apr 24, 2008 3:47 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success
Apr 24, 2008 3:46 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success

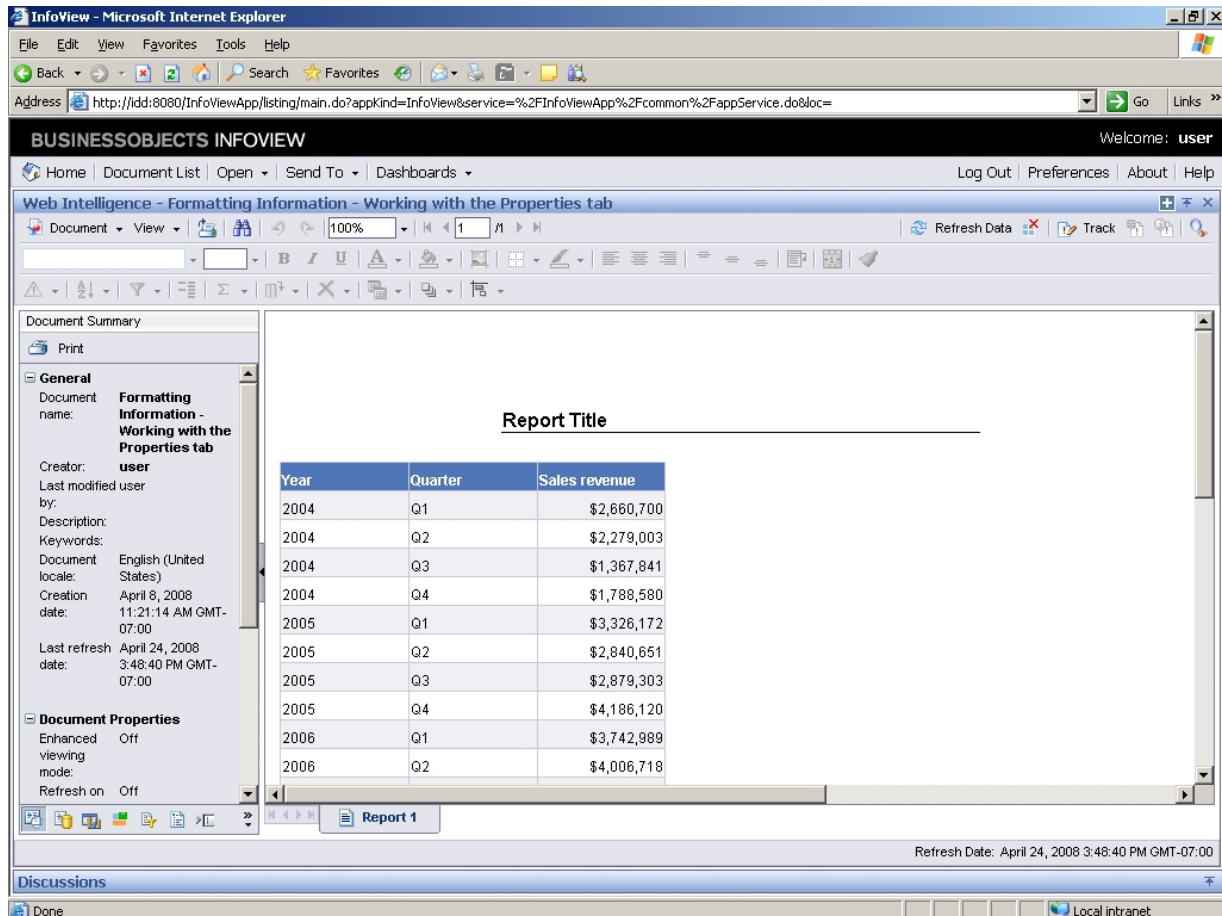
23. Click the **Apr 24, 2008 3:48 PM** link.

The unwanted instance is now removed.

To view a specific instance from the past, click on the time of the historical instance.

Viewing document history

Document history



The screenshot shows the Business Objects InfoView web application in a Microsoft Internet Explorer browser. The address bar shows the URL: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>. The page title is "BUSINESSOBJECTS INFOVIEW" and the user is logged in as "user".

The main content area displays a report titled "Report Title". The report shows a table of sales revenue data by year and quarter. The table has three columns: Year, Quarter, and Sales revenue. The data is as follows:

Year	Quarter	Sales revenue
2004	Q1	\$2,660,700
2004	Q2	\$2,279,003
2004	Q3	\$1,367,841
2004	Q4	\$1,788,580
2005	Q1	\$3,326,172
2005	Q2	\$2,840,651
2005	Q3	\$2,879,303
2005	Q4	\$4,186,120
2006	Q1	\$3,742,989
2006	Q2	\$4,006,718

The left sidebar shows the "Document Summary" for the selected document. It includes fields for Document name, Creator, Last modified user, Description, Keywords, Document locale, Creation date, and Last refresh date. The "Document Properties" section shows "Enhanced viewing mode" set to "Off" and "Refresh on" set to "Off".

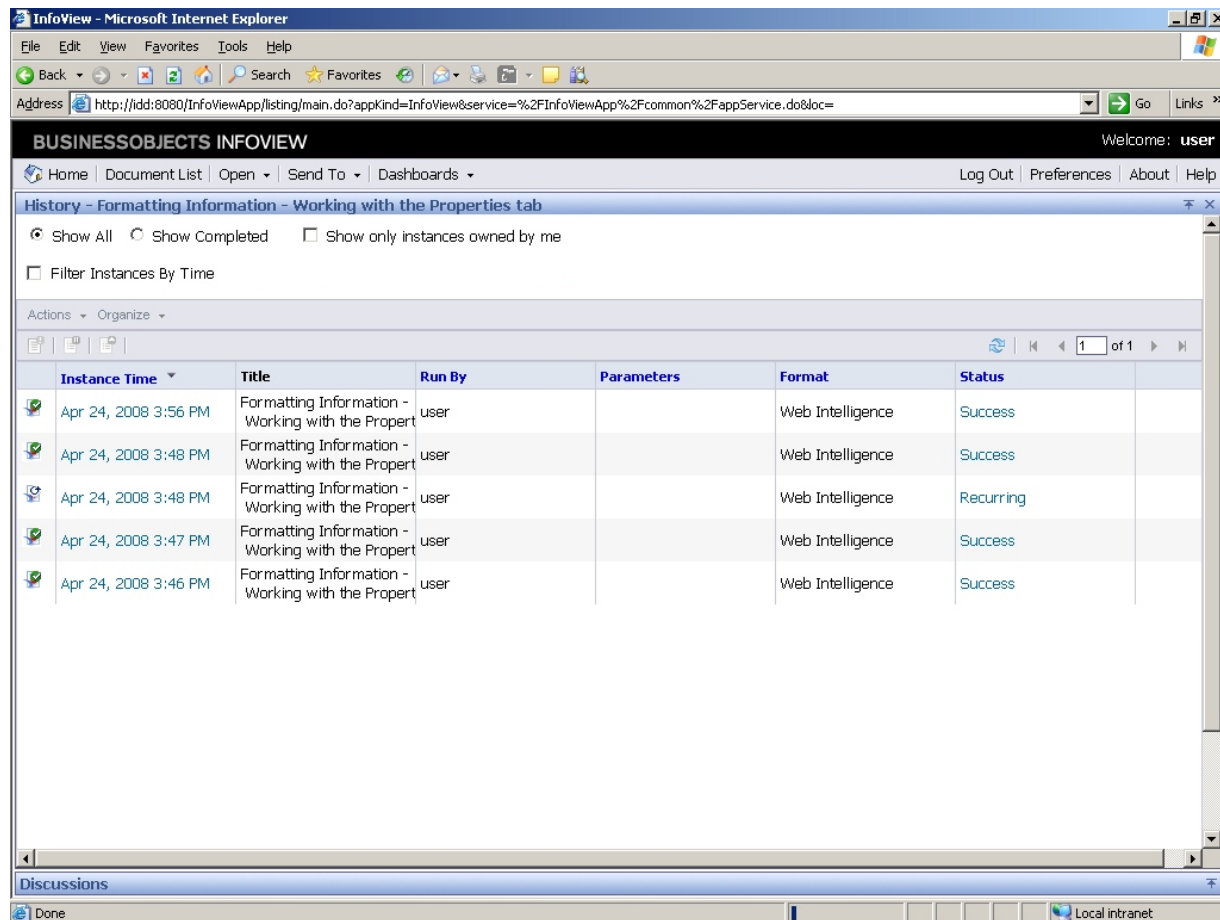
The bottom of the page shows the "Discussions" section and the "Refresh Date: April 24, 2008 3:48:40 PM GMT-07:00".

24. Click **exit** .

The instance will open. This report contains data from the time the instance was run. Closing the document will return you to the last viewed screen.

Viewing document history

End of Simulation



The screenshot shows the InfoView application interface in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=`. The application header includes the Business Objects logo and the text "an SAP company". The main navigation bar shows "Home", "Document List", "Open", "Send To", and "Dashboards". The user is logged in as "user".

The "History - Formatting Information - Working with the Properties tab" is selected. It shows a list of document instances with the following columns: Instance Time, Title, Run By, Parameters, Format, and Status. The list contains five entries, all with a status of "Success" or "Recurring".

Instance Time	Title	Run By	Parameters	Format	Status
Apr 24, 2008 3:56 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success
Apr 24, 2008 3:48 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success
Apr 24, 2008 3:48 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Recurring
Apr 24, 2008 3:47 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success
Apr 24, 2008 3:46 PM	Formatting Information - Working with the Properties	user		Web Intelligence	Success

The bottom of the browser window shows the "Discussions" tab and the "Done" button.

25. End of simulation.